1953? **File No.** 3409/36

A CLASS P.W. **DEPARTMENT** & **BRANCH**

Subject:— Establishment
Clerical P. W. Secretariat
Praposal for the conversion of the post of the Head of the Registry Branch into that of a Lower Division one with special pay.

A [K]

File No. 3409/36
Std. Sess. Bkp. 24 A
B7. E.

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. 3409/36

Public Works DEPT.

E. BRANCH.

References :—

Copies from the Original file A[N]

Date.	To whom sent.	Notes and instructions.

Copy of extract para. 1 of the F.D. office note dated 27-1-1939 and the notes of the Deputy Secretaries approved by the Secretary.

Owing to the increase of work in the Secretariat due to the manifold programmes of the present Government, the P. & S.D., G.D., R.D. and P.W.D. have secured Government sanction for extra staff either permanent or temporary, to cope with the pressure of work in those Departments. From the linked R.D. file it will be seen that that Department has now made proposals for further extra staff and it has been proposed to agree to one extra branch for that Department and Government will presumably give their approval to this extra establishment x in due course. In this connection it may be noted that although the Departments concerned have approached Government for extra staff due to the increase in work, they do not seem to have considered the question whether there is any possibility of retrenchment in other directions so that the extra cost on the whole may be off set by some retrenchment in the establishment cost. Accordingly, if approved, by both Secretary, F.D. and H.M., F.D., this Department may suggest the following measures of retrenchment which can, it appears, be carried out without less of efficiency:-

(1) When Maxwell's new system of card index and office procedure was introduced in the Secretariat Departments in the year 1921, it was considered essential that the head of the Registry branch should be a man of the status of Supdt. in the Upper Division. After this system was actually worked for a number of years, the question of reduction of the status of the head of The Registry branch was taken up in 1931, that is, after a lapse of ten years and it was considered by the then Chief Secretary that the retention of Superintendent as the head of the Registry Branch was estravagant and he invited criticisms of all Departments on the proposal to reduce this post of Superintendent to that of a Senior Assistant and ultimately it was decided that in Departments where a Superintendent was in charge

of.....

of a Registry branch, he should, as a measure of retrenchment, be replaced by a Senior Assistant in the Upper Division, vide the decision arrived at in the Secretaries' meeting of 25-11-31 slipped 'G' in File No.36/2. At the present moment, therefore, the head of the Registry branch in all Secretariat Departments is a man holding the post of Senior Assistant. Recentraly we received a dase of the Revenue Department in which it was stated that the two senior assistants of upper division, who were working in the Registry Branch, were transferred to the noting branches for months past to give relief to them (i.e. noting branches) and in the place of these senior assistants, senior men of the lower division have been working - and they are working quite efficiently. Accordingly that Department approached the F.D. with a proposal to grant special pay of Rs. 30 p.m. and this Department has agreed to the grant of special pay of Rs. p.m. to the Senior Lower Division clerk who works as head of the Registry branch provided that this special pay should not be drawn ny him when a senior assistant is again transferred to the Registry branch to hold charge of the Registry branch. As the Maxwell system of card index and office procedure has been in operation for the last 18 years and more and as the Registry Branch of all the Departments is manned mainly by the Lower Division clerks and the system is worked by these clerks efficiently, it appears that the supervision of the Registry Branch can also be safely entrusted to a very senior man of the Lower Division with the grant of special pay of Rs. 30 p.m. as this experiment has proved successful in the R.D. In our F.D. also we have, as the head of the Registry Branch a man of the Lower Division working since the last many years although he has been promoted to the upper division. In the above circumstances we may, if approved, request the Deptts. of the Secretariat to offer their remarks on this suggestion and state whether they concur in it or not.

(2).....

(2) Please see the distribution list of the Registry Branch in F.D. (copy put up). Except for the head of the Registry Branch, who is a senior assistant in the upper division, all the hands working in that branch are lower ~~division, all the hands working in that branch are lower~~ division clerks. Even the compering of typed and printed matter is done by the lower division clerks as also the work of indexing of the files. As the Maxwell system is now well-known to all the lower division clerks, it seems that Government can direct that there should be no posts of upper division in the Registry Branch except that of the head of the Registry Branch, if necessary, and that if there are any such sanctioned posts of upper division in the Registry Branch, of any Department, they should be converted into those of lower division clerks on the new pay scale on occurrance of vacancies. In the meantime the upper division hands of the Registry Branch may be transferred to the noting branches with a view to mitigate the demands of the various Departments for extra noting staff in the upper division.

* * * *

On the whole, I think it is a good thing to have one Upper Division assistant who can be held responsible for the intelligent side of the work of the whole Registry Branch and for its general supervision. Those Departments that have additional Upper Division posts for their Registry Branch may be asked to consider whether these cannot be downgraded on the occurrance of vacancies. Our experience seems to show that one Upper Division assistant is sufficient for the Registry Branch.

Id/- J.S(antos),
13-3-

I agree with Mr. Santos.

Id/-J.C.B(olton),
13-3-39.

Secretary.

Id/-H.V.R.I(engar),
13/3.

SBS.

(Below copies of extract paragraph 1 of the Finance Department office note dated 27th January 1939 and of the notes recorded by Deputy Secretaries, Finance Department and approved by the Secretary, Finance Department.)

No. S.2/R. Finance Department.

Bombay Castle, 20th March 1939.

Forwarded to the -

Revenue Department,

Home Department,

Political and Services Department,

Public Works Department, and

General Department,

with a request that the proposal embodied in the note of the Deputy Secretary (Mr. Santos) dated 13th March 1939 may be considered and the remarks of the -

Revenue Department,

Home Department,

Political and Services Department,

Public Works Department, and

General Department,

may be communicated to this Department at an early date.

By order of the Governor of Bombay,

Sd/-

For Deputy Secretary to the Government of Bombay, Finance Department.

SBS:

3409/36.

Submitted.

Thro.F.B.

Id/-
25-3-39.

F.B.Note.

The F.D. wants the remarks of this Department on the proposal embodied in the note of the Deputy Secretary (Mr. Santos) dated the 13-3-39. The note is as follows :-

"On the whole I think it is a good thing to have one Upper Division Asstt. who can be held responsible for the intelligent side of the whole Registry Branch and for its general supervision. Those Departments that have addnl. Upper Dn. posts for their Registry Branch may be asked to consider whether these cannot be down-graded on the occurrence of vacancies. Our experience seems to show that one Upper Dn. Asstt. is sufficient for the Registry Branch."

2. So far as this Department is concerned there is only one post of Snr. Asstt. for the Registry Branch which consists of the Issue and File Sections. The post is held by a Lower Dn. man (Mr. V.D.Malekar) and there are no other Upper Dn. Asstts. in either of the Sections.

3. The Maxwell System or office procedure was introduced in this Department in Jany. 1922. Since then, there were two posts - one of Jnr. Supdt. and the other of Senior Asstt. - for the File Branch was, however, retrenched with effect Section and Issue Section respectively. The post of Jnr. Supdt. of the File Branch was, however, retronched with effect from the 1-10-36 and since then the two Branches were put in charge of one Snr. Asstt. As it was not possible for one man to superivise the work of the two Sections properly and as this arrangement did not work well, one Senior clerk (Mr. L.G.Joshi) was put in charge of the File Section from the 6-4-38 and Mr. V.D.Malekar, Snr. Asstt., was put in charge of the Issue Section. This arrangement seems to work well. In some other Departments of the Sectt. these two Sections are in charge of either two Snr. Asstts. or one Snr. Asstt. and one Senior Clerk with a special pay of Rs. 30/- p.m. On that analogy the clerk in charge of the File Branch should get a special pay of Rs, 30 p.m. if not a higher post for

for shouldering the additional responsibility. In other words the concession grated to his co-workers in some of the Departments of the Sectt. must in equity be extended to him.

4. In view of the facts explained above, it is for obders whether the F.D. may be informed as per para. 2 above. And that as it is not possible for one Snr. Asstt. to supervise the work of the Issue & File Sections, one Snr. Clerk has been put in charge of File Section with effect from the 6-4-38. A special pay of Rs. 30 p.m. may be granted to him from that date as similar allowance has been sanctioned for the Lower Dn. Clerk in char ge of Issue Section in the Home Department.

Id/-
12-4-39.

The F.D. Deputy Secretary has raised the question whether the work of the Registry cannot be supervised by an Upper Dn. person. In this Department we have only one Sr. Asstt. for the Registry. This post has been reserved for the Lower Dn. F.D. may be informed as in terms of para. 2 of the office note.

2. As regards paras. 3 and 4, the question should be taken up as a separate issue.

Id/-
24-5-39.

I agree with the Asstt. Secy.

Id/-
25-5-39.

Id/-
25-5-39.

SBS:

(E.B.)

Resubmitted with the necessary draft for approval.

Id/-
25-5-39.

through the F.Br.

Id/-
25-5-39.

No. 3409/36-E.

P. W. D.
B.C., 27th May 1939.

Memo.

Establishment for the
Lower Dn. of the Sectt.

With reference to the F.D. endt. No. S-2/R., dated the 20-3-39, that Department is informed that so far as the P.W.D. is concerned there is only one post of a Sr. Asstt. for the Registry which is reserved for the Lower Division. There are no Upper Division Asstts. in either the Issue or the File Sections of the Registry.

By order of the G. of B.

Id/-
25-5-39.

Issue Submit with reference to para. 2 of my note dated 24-3-29.

Id/-
26-5-39.

SBS.

11/7/39